

**Permit Application Withdrawal, Refunds,
Correction Returns, and Closing Files
Annotated Policy
July, 2005**

When applying for a MDEQ/USACE Joint Permit, it is important that the application is submitted complete and includes a filled-out application form, the proper fee, authorizations, diagrams, maps, and information needed to explain the proposed project. During the application period, if any information is missing from the application or if any clarification is needed regarding materials provided, the application will be considered incomplete and DEQ staff will request the information in a "correction request".

When a correction request is sent out, either by letter, email, fax or phone call, the applicant has up to 30 days to provide the requested information. If the information can not be provided within this time frame the application can be withdrawn prior to the 30 day deadline or the application will be closed. Within 180 days, a withdrawn file can be reopened and DEQ will restart the application review process.

If some but not all of the information is submitted or if more information is needed and requested to make the application complete, the file will remain closed. Once all information requested is received and if it is within 180 days of the original correction request, the closed file will be reopened and review will continue. However, after 180 days, if all of the requested information is still not received, the file will be permanently closed and cannot be reopened. Extension requests are not available for applications during the application period.

A new file will be created for any response received on an application after 180 days has passed since the date of the initial correction request letter or date of withdrawal. New application fees must be submitted for the application. Fees originally paid to the closed file are not transferable.

An application can be withdrawn by the applicant, if requested in writing, any one time before a decision is made. A closed file cannot be withdrawn. The fee on the withdrawn application is refundable if the application is withdrawn during the application review period. The fee is not refundable if a site inspection has been made, the application has been public noticed, or a decision on the permit has been made. Refunds for any overpayment based on the originally proposed project may be made during the initial review only. Refunds will not be made if the proposed project is revised to reduce impacts following a site inspection. .